

Cost Price Analysis Form

This form required for ALL purchases over \$5,000. The following vendors are excluded from this required form:
Amazon, Staples, Sodexo, Dell, and Apple

A. Competitive Purchase Bid Tabulation (to be completed when more than one quote was obtained):

1. Supplier: **Total:**

2. Supplier: **Total:**

3. Supplier: **Total:**

Please attach copies of all quotes/bids to the requisition. If the low bidder is not selected, justification must be provided.

Lowest Bid Justification:

B. Sole/Single Source non-competitive Justification:

Please explain why the selected vendor is the only one that can meet the requirements of the goods/services being purchase. Consider these questions: Are there other companies that can do this job? What advantages (like better technology or lower performance risks) does the recommended company have over others? It's important to clearly justify why this order is being given without competitive bids. The reasoning should be clear, convincing, and supported by specific evidence, avoiding vague statements and unsupported claims.

<u>Eligible for Single/Sole Source</u>	<u>Not Eligible for Single/Sole Source</u>
This vendor is the only supplier of this product that meets the requirements.	I have worked with this vendor in the past and liked their work
This consultancy is the only one with the necessary experience and skills to deliver the service on time.	This vendor offers a great discount (Price is never a justification for a single/sole source)
This vendor is the only one certified to provide maintenance for the equipment they manufactured.	I was recommended to use this vendor by a fellow colleague
	Not starting process early to obtain competitive prices
Examples of Single/sole Sources: maintenance of existing systems, continuation on ongoing projects, specialized equipment with proven compatibility, Proprietary Software, Expert Consultancy Services, Unique Research Instrument, Artistic or Creative Works, or Books or Publications	

C. Emergency Order- repair services or part replacement. An emergency is defined as an immediate need for goods and services whereby the failure to act expeditiously exposure the university to risk harm to people or university property, or when failure to act jeopardizes the learning environment

Supplier:

Quotation:

Emergency Justification (**required**):

D. Departmental Authorization:

Name:

Signature:

Date:

Email address:

Extension: